

[upbeat music plays throughout the video]

[Introduction]

Ashley Hammond: Welcome to the CASE learning management system. In this short video, I will provide some tips to help you do the following:

1. Set up your account details.
2. Use the built-in email system.
3. Navigate the learning content. And to also
4. Track your progress and submit learning activities.

Let's get started!

[Part 1: Setting up account details]

Ashley Hammond: The first step after you've signed into the system for the first time is to set up your account details.

To do this, simply hover your mouse over your name in the top right corner of your screen and select "My Info".

This will take you to a page where you can update your profile photo, add a biography, and, most importantly, update your time zone! This is critical in ensuring that the system shows any learning events (such as a weekly webinar, for example), in your correct time zone. After you've updated your information, be sure to select the "update user" button on the bottom left-hand side to save your changes.

[Part 2: Accessing course emails]

Ashley Hammond: Accessing course emails is another important section to use within the learning management system. Your instructor will regularly email you here to share important updates, resources, or answer your questions. Hover your mouse over the "Messages" bar on the top right-hand side and select "Go to Inbox" to check your messages, or "Send message" to email your instructor.

[Part 3: Navigating Course Content]

Ashley Hammond: Now let's look at navigating course content! To get started, navigate to your "Home" page and select your course. For the purposes of this demonstration, I will be navigating our Job Development certificate program. After you've selected your course, your screen should look something similar to the one you see here. On the top right-hand corner, you will notice a progress bar, which is updated continuously as you progress through and will give you a great reference point to see how far along you are on your learning journey!

You will also be able to check which items are completed or outstanding in the "Content" section; if an item has a green check mark next to its title, this means that you have successfully completed it.

[Part 4: Submitting learning activities]

Ashley Hammond: Submitting learning activities is also an important area to explore during the first week of your learning program. To do so, navigate to the applicable module and select the "Learning Activity" unit.

Scroll down to the bottom of the page and select the "Upload a file" button. This will then give you a yellow button where you can upload your file for the learning activity.

[Part 5: Outro]

Ashley Hammond: And there you have it! To learn how to reach out to a member of the Learning Development team if you experience technical difficulties and to explore accessibility features, please see the other video within this unit titled 'Finding your Way Around: Technical Supports and Accessibility Features'.